

12-HOUR EDUCATION COMPONENT

12-HOUR EDUCATION COMPONENT (For Wet Reckless and Ages 18-20 Years) QUARTERLY LICENSING AND PARTICIPANT ENROLLMENT REPORT

INSTRUCTIONS: This form is to be used for computing quarterly licensing fees due and reporting enrollment and participant data for the respective DUI program. See reverse for further instructions on completing this form.

PART 1 - PROVIDER INFORMATION

| | |
|--|---|
| 1. Program Name (as shown on ADP license) | ADP License Number |
| | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> - <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> - <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| 2. Street Address (0 Check if new address) | |
| 3. City | County |
| Zip Code | |
| 4. Contact Person | Telephone (0 Check if new number) |
| () | |

PART 2 - LICENSE FEE COMPUTATION

| | | | |
|---|--|--|---|
| 5. Check quarter for which you are reporting. | | Fiscal Year _____ | |
| <input type="checkbox"/> 1st Quarter (July 1 - Sept 30) | <input type="checkbox"/> 2nd Quarter (Oct 1 - Dec 31) | <input type="checkbox"/> 3rd Quarter (Jan 1 - Mar 31) | <input type="checkbox"/> 4th Quarter (Apr 1 - June 30) |
| 6. Enter months being reported | | 7. Number of new participants enrolled | |
| | | a. Wet Reckless (V.C. 23103) | b. Ages 18-20 Years (V.C. 23140) |
| Month 1..... | | a. | b. |
| Month 2..... | | a. | b. |
| Month 3..... | | a. | b. |
| 8. TOTAL new participants enrolled..... | | a. | b. |
| 9. SUBTOTAL Licensing fee due (multiply line 8 by \$10.00)..... | | a. \$ | b. \$ |
| 10. GRAND TOTAL AMOUNT DUE (add lines 9a. and 9b.) | | \$ | |

PART 3 - STATISTICAL INFORMATION

| | | |
|---|----|----|
| 11. Quarterly total terminations for noncompliance..... | a. | b. |
| 12. Quarterly number of reinstatements by court..... | a. | b. |
| 13. Quarterly number of transfers from other programs..... | a. | b. |
| 14. Quarterly number of transfers to other programs..... | a. | b. |
| 15. Quarterly number of completion certificates issued..... | a. | b. |
| 16. Quarterly number of active participants paying \$5/month..... | a. | b. |

PART 4 - CERTIFICATION

I certify that the information in this report is accurate. I understand that the information in this report is subject to audit by the Department of Alcohol and Drug Programs.

17. SIGNATURE OF PROGRAM DIRECTOR OR DESIGNEE _____ DATE _____

12-HOUR EDUCATION COMPONENT

INSTRUCTIONS FOR COMPLETING QUARTERLY LICENSING FEE AND PARTICIPANT ENROLLMENT REPORT

PART 1 - PROVIDER INFORMATION

1. Enter Program name as shown on license and number that appears on license issued by ADP.
2. Enter street address at which program is located.
3. Enter city, county and zip code.
4. Enter name of person to be contacted regarding information reported and their phone number.

PART 2 - LICENSE FEE COMPUTATION

5. Check the appropriate quarter and enter the fiscal year for which information is being reported. DO NOT check more than one quarter or enter report data for more than one quarter on each form.
6. Enter the name of the month which you are reporting (e.g., January, February, etc.).
- 7a. Enter the total number of new wet reckless participants enrolled during the month.
- 7b. Enter the total number of new underage participants (ages 18-21 years) enrolled during the month. DO NOT count or collect the ADP license fee for participants transferred in from another program or reinstated by the court. DO count and pay a license fee for "courtesy transfers" (e.g., persons who have been sent to your program by another program as a courtesy to the court, but who were never enrolled or reported to the State as being enrolled by the sending program).
- 8a. Add the totals in column 7a. and enter the total number of participants enrolled during the quarter.
- 8b. Add the totals in column 7b. and enter the total number of participants enrolled during the quarter.
- 9a. Multiply total enrollments shown on line 8a. by \$10.00 and enter the dollar amount. This is the total amount due for wet reckless participants.
- 9b. Multiply total enrollments shown on line 8b. by \$10.00 and enter the dollar amount. This is the total amount due for underage participants.
10. Add the total of lines 9a. and 9b. and enter the grand total amount. This is the total amount due.

PART 3 - STATISTICAL INFORMATION

11. Enter the quarterly total number of participants dismissed from the program for noncompliance.
12. Enter the quarterly total number of participants reinstated by the court.
13. Enter the quarterly total number of completed transfers from another DUI program.
14. Enter the quarterly total number of completed transfers to another DUI program.
15. Enter the quarterly total number of completion certificates ISSUED during the month.
16. Enter the quarterly total number of active* participants paying no more than \$5.00 per month. Participants who qualify to pay the \$5.00 per month fee for 1, 2, or 3 months during the quarter count as 1 participant.

**Active participants include participants who have been dismissed, transferred out, or completed during the quarter.*

PART 4 – CERTIFICATION

17. Report is to be signed and dated by the Program Director or designee.

Payment is due within 30 days of the close of the quarter. Mail this form with a check for the total amount of license fees due to:

**Department of Alcohol and Drug Programs
Administration Division, Accounting Branch
1700 K Street
Sacramento, California 95811-4037**

Questions regarding completion of this form may be directed to ADP's DUI Program at (916) 322-2964.